

Job Duties for Webmaster: This is a fun job...you don't have to be a journalist to maintain the website. The most important aspect is to keep website up-to-date.

Home Page: Add current information for music department events, calendar of events, music director announcements, results of festivals or other music-related events.

Information Page: Add forms, newsletters, meeting minutes, forms, and other data as requested by directors.

Picture Page: Add pictures of all music department events including all grade levels. Enlist parents/students to send you pictures to download. If you attend concerts, games, etc. take random pictures for website.

Fundraiser Page: Add fundraiser data for upcoming fundraisers. Include specific data as directed by Fund Raiser Coordinator.

Announcement Page: Add any particular announcements and update accounting data.

Booster Page: Update booster membership and contact data and recruitment announcements.

Year-End: Print each page of the website to compile a historical reference and post on the information tab.

Dated: 01/13/13